

Executive Registry  
8-2204

MEMORANDUM FOR: Deputy Director, Support  
Deputy Director, Intelligence

SUBJECT: Hotel Reservations in connection with Overseas TDY

1. The practice of requesting Clandestine Services Stations to make hotel reservations in connection with overseas TDY has because of the increasing volume of such travel become an administrative task which does not seem to be justified in view of other existing facilities and current operational workloads.
2. It is understood that the Central Processing Branch Office of Personnel will, upon request, make hotel reservations through its facilities for overseas TDY travelers.
3. It is therefore requested that unless there are extraordinary circumstances where cover or security considerations require other handling, that hotel reservations in connection with overseas TDY to Clandestine Service Stations or Bases be made through the Central Processing Branch Office of Personnel.

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Chief of Operations, MD/P

cc: Chiefs of Area Division  
SSA/DDS  
C/Central Processing Branch

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*Mentioned in  
ABLS Staff Meeting  
9 May*